

EDITED KSA LISTING

CLASS: PHARMACIST I

#	Knowledge, Skill, Ability
	Knowledge of:
K1	Advanced knowledge of administration of biological injections (e.g., immunizations, insulin, etc.) in order to appropriately treat inmate patients.
K2	Advanced knowledge of compounding medications (e.g., parenteral, topical, oral, etc.) in order to fill prescription orders that are not commercially available.
K3	Advanced knowledge of consultation principles and methods in order to provide direction, information and technical assistance to various agencies, department staff, etc.
K4	Advanced knowledge of group processes to effectively function as a team member/team leader.
K5	Advanced knowledge of operation (e.g., certification required, etc.) of pharmacy equipment (e.g., unit dose machine, biological safety cabinet, etc.) in order to fill prescriptions appropriately.
K6	Advanced knowledge of overall patient services in order to understand the pharmacy's role in patient care, enhance those services, and effectively manage the institution's pharmacy involvement.
K7	Advanced knowledge of patient assessment procedures in order to manage specific inmate patient drug therapy.
K8	Advanced knowledge of waste management, biohazard waste, hot trash, etc. in order to achieve proper disposition and to comply with Federal and State laws, rules and regulations.
K9	Basic knowledge of business administration principles and practices (e.g., statistical analysis, accounting, budgeting skills, economics, estimates, requisitions, etc.) in order to track all pharmacy data and anticipate expenditures.
K10	Basic knowledge of clinical data (e.g., evaluations, drug interactions, disease states, laboratory data, chart review, etc.) in order to evaluate results of drug therapies, improve patient outcomes, etc.
K11	Basic knowledge of commercially available pharmaceutical preparations in order to fill prescription orders, to advise medical staff of availability, and to place orders for inventory, etc.
K12	Basic knowledge of filling and labeling prescriptions in order to effectively and accurately dispense medications, etc.

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K13	Basic knowledge of inventory principles and practices in order to control inventory and expenditures.
K14	Basic knowledge of office machines (e.g., databases/computer, fax machines, copiers, telephones, etc.) in order to communicate, document and retrieve pharmaceutical information, create written documents, fill out forms, etc.
K15	Basic knowledge of pharmaceutical calculations in order to provide accurate dosages of medication.
K16	Basic knowledge of pharmacokinetics in order to accurately fill prescription orders, evaluate patient outcome, etc.
K17	Basic knowledge of record management (e.g., filing, etc.) in order to document and retrieve pharmaceutical information.
K18	Basic knowledge of roles, responsibilities, and interrelationships of the various health disciplines and agencies to obtain information, provide effective consultation, and promote quality health care to inmate patients, etc.
K19	Basic knowledge of the general maintenance of the work facility in order to maintain a safe and secure work environment.
K20	Basic knowledge of the institution's operation in order to apply the Department's policies and procedures, to direct staff and provide a safe work environment.
K21	Basic knowledge of the institution's safety and security policies and procedures in order to promote a safe and secure work environment.
K22	Basic knowledge of the principles and practices of effective supervision in order to direct the work activities of the staff and promote a work environment free of discrimination and harassment, etc.
K23	Basic knowledge of training processes and procedures in order to disseminate information, to instruct staff in the daily pharmacy operations, etc.
K24	Basic knowledge of universal precautions in order to protect against various diseases, maintain a safe work environment, etc.
K25	Expert knowledge of drugs and pharmaceutical supplies required in the operation of a pharmacy in order to provide safe and effective patient care.
K26	Expert knowledge of Federal and State laws, rules and regulations and court mandates pertaining to pharmacy operations in order to comply with confidential information, Federal and State laws, rules and regulations.

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K27	Intermediate knowledge of management principles, techniques and issues used in developing a coordinated pharmacy program within a correctional setting in order to promote efficient pharmacy operation.
K28	Intermediate knowledge of pharmacology in order to accurately fill prescription orders, evaluate patient outcome, etc.
K29	Intermediate knowledge of research principles and techniques in order to evaluate patient drug therapy, explore and assess new developments in drug therapy, etc.
K30	Intermediate knowledge of medical terminology and abbreviations in order to interpret prescriptions, function in the medical field, provide and evaluate prescribed patient care, etc.
K31	Intermediate knowledge of dealing with confidential, sensitive, multi-disciplinary inmate patient health care issues, etc. in a professional, ethical manner, etc. in order to process medication and prescription orders while promoting the highest level of patient care and confidentiality, etc.

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#	Knowledge, Skill, Ability
	Skill to:
S1	Skill to operate various office equipment (e.g., computer, fax machine, copier, telephones, etc.) in order to communicate with others, access internet for research information, vendor reports and order medications, create written documents, type prescription labels, access, enter, update and retrieve information, etc.
S2	Skill to effectively communicate (verbally and in writing) in order to exchange and/or provide information to others (e.g., HCM, professional colleagues, committees, custody, etc.), make recommendations, train others, manage staff, write reports and memorandums, and build and maintain cooperative working relationships, etc.
S3	Skill to analyze situations accurately and take effective action to direct/guide staff, promote quality health care for inmate patients, and ensure compliance with court mandates, Federal and State laws, rules, regulations, departmental policies and procedures, etc.
S4	Skill to prepare written reports, documents, memoranda, etc. to provide information to management and others, guide/direct staff, obtain resources, and record activities.
S5	Skill to effectively supervise and evaluate subordinate staff to develop and retain a qualified workforce to carry out the mission of the Health Care Services Division (HCSD), etc.
S6	Skill to establish and maintain priorities in order to complete assignments within established timelines.
S7	Skill to compound various medications in order to properly combine various ingredients to create a stable, usable, viable product, etc.
S8	Skill to administer certain injectable medications (e.g., insulin, immunizations, etc.) in order to provide inmate patient care.
S9	Skill to utilize medical documentation and chart reviews in order to provide inmate patient care, etc.
S10	Skill in applying business administration principles and practices in order to promote and meet fiscal responsibilities, etc.
S11	Skill to utilize pharmacokinetics in order to optimize patient care.

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S12	Skill in researching in order to obtain information, etc.
S13	Skill in applying mathematical principles in order to fill accurate prescriptions.
S14	Skill in evaluating patient specific data in order to appropriately interpret drug therapy, etc.
S15	Skill in operating pharmacy equipment (e.g., biological safety cabinet, unit dose machine, etc.) in order to efficiently fill prescriptions, etc.
S16	Skill to utilize pharmacology in order to optimize patient care and effectively function in the pharmacy environment, to disseminate appropriate data, etc.
S17	Ability to work as a team member in order to accomplish the Department goals, etc.

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	Ability to:
A1	Ability to work independently and efficiently (e.g., quickly, accurately, etc.) in order to accomplish the day-to-day requirements of the position.
A2	Ability to follow directions in order to accomplish the day-to-day requirements of the position.
A3	Ability to accurately apply Federal and State laws, rules, regulations, departmental policies and procedures, etc. as they relate to the site specific Pharmacy in order to comply with State and Federal laws, rules, regulations and departmental policies and procedures, etc.
A4	Ability to follow established techniques for the proper utilization of medications, etc.

	Special Personal Characteristics:
SPC1	Properly exercise good judgment in order to effectively evaluate various situations (e.g., safety and security, personal interactions, supervisory duties, etc.)
SPC2	Properly exercise ethical standards on and off site in order to comply with Federal and State laws, rules, and regulations, departmental policies and procedures, etc.

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	Working Conditions:
WC1.	Willingness to work in a State institution.
WC2.	Willingness to work as a team member with other professional staff.
WC3.	Willingness to provide inmate patient-oriented services.
WC4.	Willingness to accept direction and/or constructive criticism and corrections from your supervisors, and respond appropriately.
WC5.	Willingness to maintain CPR certification.
WC6.	Willingness to recheck one's own work in order to avoid errors.
WC7.	Willingness to work with ethnic and gender diverse workforce in order to work cooperatively with others.
WC8.	Willingness to work within exacting and meticulous guidelines.
WC9.	Willingness to actively participate in the peer review and clinical quality review process.
WC10.	Willingness to comply with departmental safety and security procedures.
WC11.	Willingness to comply with tuberculosis screening requirements.
WC12.	Willingness to consistently demonstrate the following characteristics during employment with the California Department of Corrections: reliability, punctuality, honesty, professionalism towards inmate patients, ethical on and off site, role model, and maintain a calm and professional demeanor without extreme emotional reactions.
WC13.	Willingness to have and maintain a neat personal appearance and hygiene.

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WC14.	Willingness to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or inmate patients.
WC15.	Willingness to interact professionally by promoting positive, collaborative, working relations among co-workers (e.g., contract staff, inmate patients, and other agency personnel) from a wide range of cultural backgrounds in the course of completing work tasks.
WC16.	Willingness to participate in departmental legal activities (e.g., expert witness, defendant, material witness, etc.)
WC17.	Willingness to possess and maintain a valid Pharmacy license issued by the California State Board of Pharmacy in order to practice pharmacy from a history of being suspended, revoked, denied, subject to probation or limited in any other respect.
WC18.	Willingness to respond to changes in the workplace in a positive, professional manner.
WC19.	Willingness to travel throughout the state for long (e.g., five days or more) or short periods of time (e.g., two to three days at a time).
WC20.	Willingness to work various schedules (e.g., day shift, swing shift, night shift), various assignments (e.g., evenings and nights), which may extend through regular working hours.
WC21.	Willingness to work under a no hostage policy.
WC22.	Willingness to work in a confined environment (e.g., lockdown, etc.)
WC23.	Willingness to work near peace officers armed with chemical agents and/or weapons.
WC24.	Willingness to provide professional and ethical pharmaceutical care to inmate patients, including some whom may be mentally ill, developmentally disabled, anti-social, and/or infected with contagious diseases such as Hepatitis C, HIV/AIDS, etc.
WC25.	Willingness to abide by and adhere to the institutional dress code.
WC26.	Willingness to work outside the specific classification in a lockdown situation.

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* Subject Matter Experts did not rate the Working Conditions but agreed that all of them were necessary to work as a Pharmacist I/II.